

Executive Registry

Security Information

22 September 1952

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Table of Organization Change for the
Office of Collection and Dissemination.REFERENCE: Memorandum to Deputy Director (Administration)
fr AD/CD dated 26 August 1952; and memoranda
to Chief, Organization and Methods Service fr
Chief, Classification and Wage Division, dated
4 September 1952 and 12 September 1952.

1. In accordance with instructions contained in CIA Notice
the OCD T/O change outlined in reference memoranda
has been reviewed as to soundness of organizational structure,
functions and procedures.

2. It is our understanding that the microfilm processing
operation would be integrated into the existing organizational
structure of the Tab Fax Section, Operations Branch, Machine
Division, and the Distribution Section, Documents Branch, CIA
Library. The photographer, GS-9, would be located in the Office
of the Chief, Operations Branch to complement the existing posi-
tion of Tab Project Planner, GS-9, and would provide similar CIA
microfilm process planning. Tab project and microfilm process
operations would be supervised by the existing Tab Machine Opera-
tions Supervisor and the Microphoto Supervisor (transferred) in
the Tab Fax Section, Operations Branch. Functions and procedures
would be revised in the Tab Fax Section and the Distribution Sec-
tion so that all personnel would be generalists capable of per-
forming both microfilm processing and the present Tab Fax func-
tions.

3. Concurrence is hereby given.

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Acting Chief

Organization and Methods Service

cc: Chief, Wage and Classification Div.

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